

City of Memphis Request for Qualifications #27415 To Pre-Qualify to Supply Polymer

Notification

This is a Request for Qualifications notification to chemical manufacturers and vendors that the City of the Memphis (i.e., the City) Public Works Division, M.C. Stiles Wastewater Treatment Facility (i.e., MCSWWTF) needs bulk quantities of emulsified water-soluble polymer (i.e., polymer) for use in belt-filter presses to dewater wastewater sludge. Manufacturers and vendors interested in preparing and submitting bids to meet this need are invited to participate in preliminary bench testing and a full-scale performance test (i.e., polymer trial). After the polymer trials are completed, the City will issue a Request for Quotes (RFQ) to provide bulk quantities of polymer for an initial period of two (2) year from the date of contract award, with an option for the City to extend the contract for one (1) additional year (i.e., a maximum total of three (3) years). Bids only from manufacturers and vendors that fully participated in the polymer trials would be considered.

Equal Business Opportunity

No EBO documentation is required for the submittal of the vendor response to this Request for Qualifications. However, the upcoming Request for Quotes (RFQ) to supply polymer to the City of Memphis will have an Equal Business Opportunity (EBO) Goal of ten (10) percent. EBO Forms will be provided with the upcoming RFQ specifications and must be submitted with the vendor bid at that time. To view City of Memphis certified EBO and Small Business Enterprise (SBE) vendors, please use the link below and once on the page, please look to the right and click on the "Search City of Memphis' Certified EBO and SBE registries". Once there, scroll to the bottom where it says "Download Entire Directory" and click on "to Excel". Please remember this list is still a work in progress as vendors must register with our office to be on this list.

<http://www.memphistn.gov/Government/ExecutiveDivision/OfficeofContractCompliance.aspx>

**City of Memphis, Division of Public Works, M.C. Stiles Wastewater Treatment Facility
Notice for Emulsified Water-Soluble Polymer Bench Testing and Trial
Using Belt-Filter Press Dewatering of Wastewater Sludge for Bid Preparation and Submittal**

Submission Requirements

Manufacturers and Vendors interested in participating in the polymer trials must complete and submit a signed and dated notification form as their written notification to participate (see attached Written Notification Sheet) form no later than Friday, August 28, 2015 at 2:00 p.m. to:

City of Memphis
Purchasing Department, Room 354
125 N. Main Street
Memphis, TN 38103

All Request for Qualifications responses must be delivered in a sealed envelope/container, with the Request for Qualifications number and the company name on the outside of the packet. In addition, each manufacturer or vendor must submit with their Written Notification Sheet (as part of their Request for Qualifications submittal) a Material Data Sheet (MDS) and product specification sheet for each polymer to be used in the polymer trials, after the bench testing but prior to the polymer trials. Note that the polymers must meet the requirements under 10 and 11 of the *General Conditions and Specifications* below.

Additional Contact Information

Henry Nakayama, Special Projects Manager
M.C. Stiles Wastewater Treatment Facility
373 Stiles Drive
Memphis, TN 38127
(901) 636-4350
Henry.Nakayama@memphistn.gov

Due Dates and Tentative Timeline

Tentatively, bench testing of polymers by each manufacturer or vendor would be scheduled between September 1, 2015 and September 25, 2015. The MCSWWTF would provide laboratory bench space and sink with potable water, deionized water, and 120VAC (single-phase, 15A) electrical power. The manufacturer or vendor would be responsible for providing all other personnel, equipment, materials, and chemicals necessary to perform the bench testing at no cost to the City.

Tentatively, the polymer trial by each manufacturer or vendor would be scheduled between September 28 and October 30, 2015. The City would be responsible for operating the belt-filter press and the polymer mixing/pumping system at the MCSWWTF for the polymer trials. The manufacturer or vendor would be responsible of providing any additional personnel, materials, and chemicals necessary to perform the polymer trial at no cost to the City. The Manufacturer or vendor would provide the City with all data collected from the polymer trials at the time of the polymer trials or by the next day at the latest.

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Manufacturers and vendors participating (i.e., having submitted their written notification) in the polymer trials would be notified of any changes to the tentative timeline for bench testing and poly trial.

Tentatively, the polymer RFQ would be posted on the City's website after January 1, 2016, and the contract for providing polymer to the MCSWWTF is likely to be awarded by March 31, 2016.

General Conditions and Specifications

1. Before any RFQ response could be accepted any vendor selling polymer must have first successfully completed the polymer trial performed on a belt-filter press at the MCSWWTF secondary dewatering facility. The polymer trial consisted of utilizing the polymer on a belt-filter press in such a fashion that it dewatered sludge for no more than eight (8) hours with approximately four (4) hours run-time constituting near-optimum polymer performance. To qualify as a successful polymer the following performance parameters must have been met during the near-optimum period of the polymer trial:
 - The weight percent (%) cake solids (i.e., dewatered sludge) will be determined by Standard Laboratory analysis for the purpose of qualifying
 - Average Throughput of no less than 3100 pounds of dry solids per press per hour
 - Average Percent Cake Solids of no less than 16 % solid cake.
 - Percent Solids Capture of no less than 85 % capture.
 - The pH of the delivered polymer shall not be less than 4.5.
2. To facilitate the bidding a number of acceptable polymer manufacturer and/or vendor products will have been preselected based on onsite polymer trial results and the best interest of the City.
3. For each polymer bid, the quoted prices in response to the RFQ is to be in U.S. dollars per pound of dry polymer, even though the polymer is to be delivered as a water emulsion. The vendor shall quote firm unit prices for the initial two (2) years, and for the optional additional third year. The bid price for the optional third year shall not be increase by more than five (5) percent from the first two (2) years bid price. All quoted prices would include all costs for the polymer, preparing, mobilization, transporting, delivering, and unloading the polymer to the MCSWWTF, and tanker return trip and demobilization. The vendor would be responsible for all costs for cleanup and disposal of any polymer spilled, and for any damages caused by the transporter during these delivery operations.
4. The polymer bid by the manufacturer or vendor must be available in commercial quantities for entire duration of the contract.
5. The City reserves the right to reject any bids that do not meet specifications.

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6. The City has the option of increasing or decreasing the original contract based on the needs of the City.
7. Polymer vendors must supply current Product Specification Sheet and Material Data Sheet (MDS) for the polymer with the RFQ bid documents and upon request by the City.
8. If at the end of the contract period there remains a balance of dollars in the contract, the City has the right to extend the time of the contract for the remaining balance of the contract, if at the time, the vendor agree to not increase the original quoted price rate.
9. The primary consideration for the purpose of evaluating bids will be the cost of chemical per ton dry wastewater sludge solids processed through the belt-filter press during the polymer trial. The price per pound of polymer multiplied times the base required dosage of polymer by pound weight required to effectively treat one ton of sludge (per polymer trial results), will determine the most cost effective polymer available to the City. However, the selection would be made on the determination of what would be in the best interest of the City.
10. The polymer must have health and fire ratings of two (2) or less, based on the National Fire Protection Association (NFPA) ratings.
11. The polymer as a liquid emulsion should not be corrosive to the point that it would damage the bulk storage tank, transfer pumps, piping, valves, or any other items with which it might reasonably come into contact at the MCSWWTF. The polymer, as a liquid emulsion, should not soften the rubber parts of the polymer transfer pumps, PVC piping and fittings, or attack seals, gaskets, or rubber-coated rollers, all of which consist of Buna N material at the Stiles Facility. The polymer emulsion should not require any mixing or stirring of any kind while being stored in bulk storage.
12. If failure of equipment or parts should occur due to polymer non-compatibility or corrosion as stated in No. 11 above; the polymer vendor will responsible to reimburse the City for replace equipment and/or parts within 30 days of notification by the City. The vendor would be given the opportunity to inspect the damaged equipment and/or parts within the five (5) business days after the notification, and at a later date, if agreed upon by the vendor and the City.
13. It is estimated that the polymer will be required to process approximately 18,000 tons dry sludge during a twelve-month period (i.e., ten (10) months of dewatering per year), or about 1,800 dry tons per month of dewatering operation.
14. The polymer is to be shipped as ordered by the MCSWWFT. Each polymer shipment must be delivered within five (5) business days of the order placement. Delivery of polymer would only be accepted between the hours of 7:00 am and 3:00 pm, Monday through Friday, and not on City holidays, unless, prior to the delivery, the vendor makes arrangements with the MCSWWTF operations department to accept delivery at a time agreeable to the operations department.

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15. Any tanker trucks from which polymer could not be unloaded within a reasonable time due to disrepair, damage or malfunction of the tanker truck and/or associated valves, fitting, and/or hoses will be returned at the expense of the vendor.
16. The vendor shall provide to the City in a clean one-liter wide-mouth HDPE container a representative sample from the polymer batch being delivered in each load of polymer to the WWTF. The vendor shall have the tanker truck driver present each polymer batch sample to the operator of the MCSWWTF upon delivery of each load of polymer.
17. The vendor will provide a Certificate of Analysis for each load of polymer delivered under the contract. This certificate will be supplied before or upon delivery of the product to the MCSWWTF.
18. Should in any calendar month, the monthly average usage rate of polymer per ton dry wastewater sludge solids processed through the belt-filter press is more than ten (10) percent above the polymer trial usage rate used to calculate the bid price, the Manufacturer or Vendor shall reimburse the City for the cost of the additional polymer use above the ten (10) percent.
19. Upon request by the City, the vendor shall run additional four-hours polymer performance tests at the MCSWWTF to confirm that the polymer is performing satisfactorily within 30 days of each request, and to offer assistance to the City so as to ensure optimum performance.
20. The City reserves the right to cancel the contract for any reason upon giving the vendor a written notice of contract cancellation, which would become effective in ten (10) business days of date of the notice. The City shall pay the vendor for polymer delivered to the MCSWWTF up to the effective date of the contract cancellation.
21. Invoices shall include net dry weight of polymer delivered, price per pound of dry polymer, total invoiced cost, gallons of polymer emulsion delivered, date of delivery, truck number, tanker truck ticket number (if applicable), copy of certified truck weigh ticket for polymer load, and invoice number and date (not earlier than the date of delivery). Note that the City is exempt from paying State and local taxes. The City would pay invoices within 60 days of receipt of each invoice, not invoice date.
22. This procurement will have an MWBE goal of ten (10) percent.

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REQUEST FOR QUALIFICATION MANUFACTURER AND VENDOR

WRITTEN NOTIFICATION SHEET

Company Name: _____

Mailing Address: _____

Physical Office/Facility Address: _____

Contact Name and Title: _____

Contact Phone Number(s): _____

Contact Email Address: _____

Comments and/or Additional Information: _____

Name and Title of Representative: _____

Signature: _____ Date of Submittal: _____

END OF FORM